

**INSTRUCTIONS FOR COMPLETION OF THE
“REPORT OF CENSUS OF UNLICENSED DOGS” (VPH-7) FORM**

1. N.J.S.A. 4:19-15.15 requires the governing body of the municipality to appoint a person to canvass residents, either annually or biennially to identify owners harboring unlicensed dogs. The names, addresses and information about the dogs is required to be reported to the municipal licensing clerk, local health department and New Jersey Department of Health and Senior Services. The VPH-7 form is designed to aid in collection and reporting of this information.
2. The person who completes the form in the field should sign the form on the line in the lower right-hand corner.
3. Column 1 should show the name and address of the person having an unlicensed dog in his keeping. **DO NOT LIST Licensed Dogs.**
4. The remaining columns are provided for the description of the unlicensed dogs.
5. After completion, a copy is to be forwarded to the New Jersey Department of Health and Senior Services, Infectious and Zoonotic Diseases Program. One copy is to be retained by the local board of health, and one copy is to be forwarded to the municipal clerk or the person in the municipality who issues dog licenses and tags.
6. The law requires the canvass to be made promptly and submitted to the State Health Department and Local Health Departments by September 1 of the year in which the canvass is taken.
7. Effective enforcement of the State dog licensing laws results in additional income into municipalities to be used for animal control and rabies control activities. Conducting a canvass to identify unlicensed dogs is considered to be a cost-effective activity by municipal governments.

**Veterinary Public Health
Infectious and Zoonotic Disease Program
New Jersey Department of Health and Senior Services**